Standard PS-P61 Punch Stapler

Instruction Manual

Provided By

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PS-P61

Punch Staple

Horizon
PUNCH STAPLE

PS-P61

Important Information

- This manual is designed to help you to install, operate and maintain Punch Staple PS-P61. Read, understand and keep this manual in a safe and convenient place.

- Do not operate PS-P61 until you read and understand the instructions in this manual.

- Horizon International Inc. shall not be liable for incidental consequential damages resulting from : improper or inadequate maintenance by customer; unauthorized modification or misuse; operation outside of the environmental specifications for the product.

- Horizon International Inc. pursues a policy of continuing improvement in design and performance of the product. Therefore, the product design and specifications are subject to change without prior notice and without our legal obligation.

- All rights are reserved. No part of the manual may be photocopied, reproduced or translated to another language without the prior written consent of Horizon International Inc.

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Safety Precautions

- The signal word WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.

- The signal word CAUTION indicates a potentially hazardous situation which, if not avoided, may result in damage on machines. It may also be used to alert against unsafe practices.

- Read and understand all safety instructions with signal word such as WARNING and CAUTION. If safety instructions are ignored, personal injury may result.

- Horizon International Inc. cannot anticipate every possible situation that might involve a potential hazard. The instructions in this manual and warning labels on the machine are therefore not all inclusive.

- All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device where it is locked or tagged out.

- Do not operate the machines when any covers are removed.

- Some of the drawings in this manual show the machine uncovered for explaining the detail or inside of machine.

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1. Before You Begin

This section explain parts and their function of PS-P61.

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1-1 Specifications

Functions	Top Stapling, Angled Corner Stapling, Straight Corner Stapling, Other Side Corner Stapling, Two Hole Punching (option)
Sheet Size	Max. W 300 x L 432 mm Min. W 182 x L 257 mm
	Top Stapling : A4 / 8.5" x 11"/ 8.5" x 14" Angled Corner Stapling : A3 / A4 / 11" x 17" / 8.5" x 11"/ 8.5" x 14" Straight Corner Stapling : A3 / A4 / 11" x 17" / 8.5" x 11"/ 8.5" x 14" Other Side Corner Stapling : A4 / 8.5" x 11"/ 8.5" x 14" Two Hole Punching (option) : A4 / 8.5" x 11"/ 8.5" x 14"
Sheet Weight Range	Normal Paper 53 to 127 gsm (Up to 104 gsm on Punching)
Stitch Thickness	Side or Corner Stapling : Max. 10 sheets (Normal Paper 127 gsm) Optional Punch Capability : Max. 10 sheets (Normal Paper 104 gsm)
Stitch Distance	Staple Distance : 148 mm (A4), 8.14" (8.5" x 14"), 5.13" (11" x 8.5") Corner Staple Angle : 0 degree or 30 degree selectable
Stapling Wire	No.510 Cartridge Type (5,000 staples/cartridge)
Error Detector / Indicator	Sheet Jam, No Staple, Stapler Error, Cover Open, Sheets Full on Delivery Tray
Production Speed	Side Stapling : Max. 12 sets / min. Corner Stapling : Max. 25 sets / min.
Voltage/Frequency	Single Phase 115V, 60 Hz Single Phase 230V, 50 Hz
Rated Current	230V, 50 Hz : 0.8 A
Heat Out Put	400 kJ (90 kcal)
Machine Dimensions	1,115 (W) x 562 (D) x 580 (H) mm (with Delivery Tray) (43.9" x 22.2" x 22.9")
Machine Weight	74 kg (163.2 lb)
Options	Punch Unit

The machine design and specifications are subject to change without any notice.

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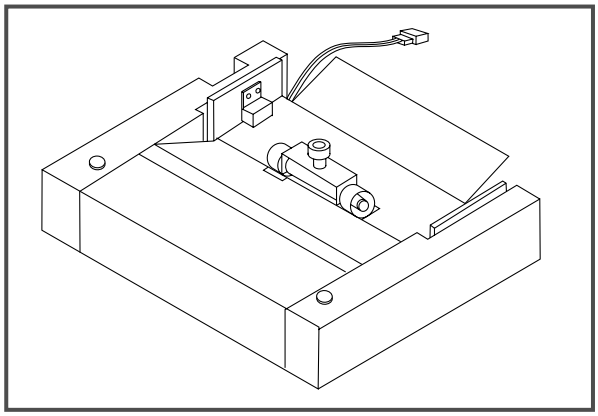
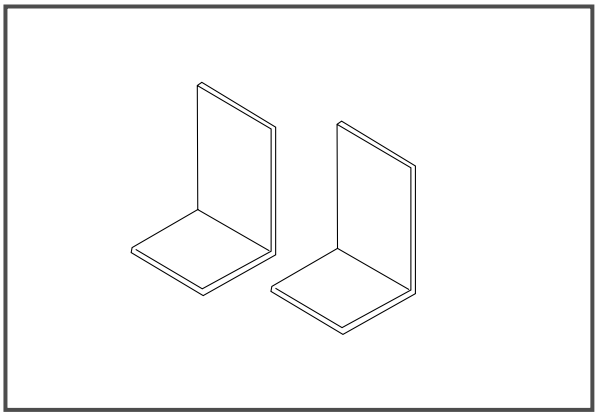
1-2 Accessories

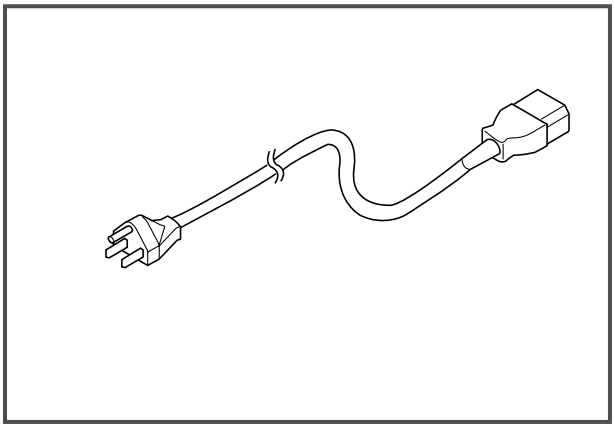
Sheet Guide 1 unit



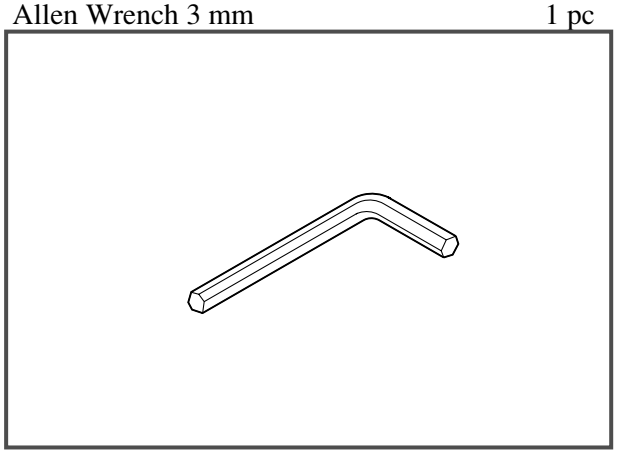
Receiving Sheet Guides (M901253-10) 2 pcs



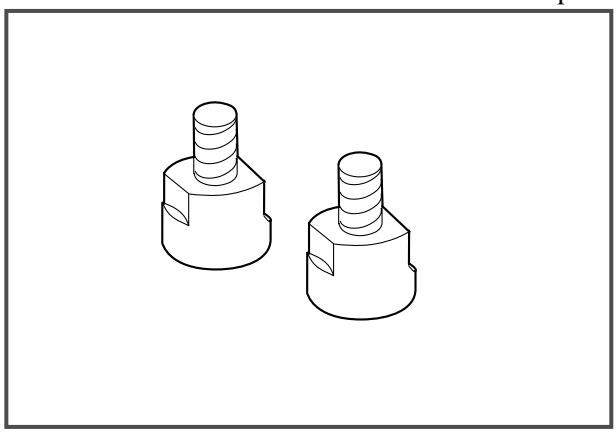
Power Cord (4-007736-00) 1 pc



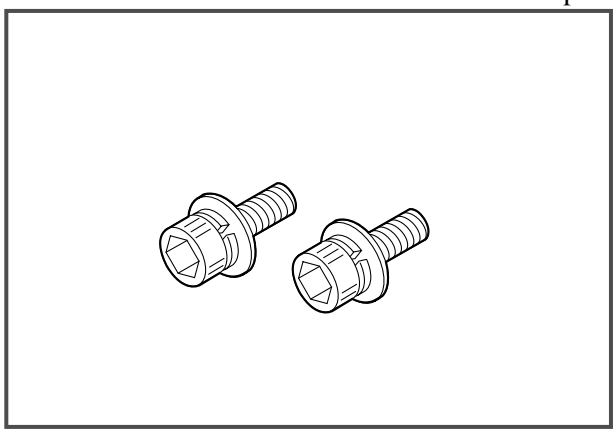
Allen Wrench 3 mm 1 pc



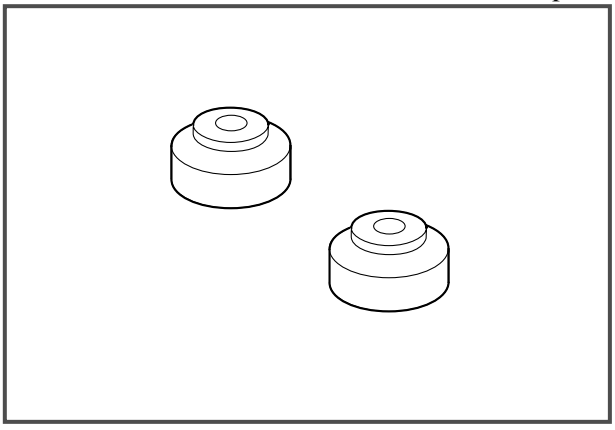
Collator Lock Bolts 2 pcs



SB Screws 2 pcs



Plastic Mounts 2 pcs



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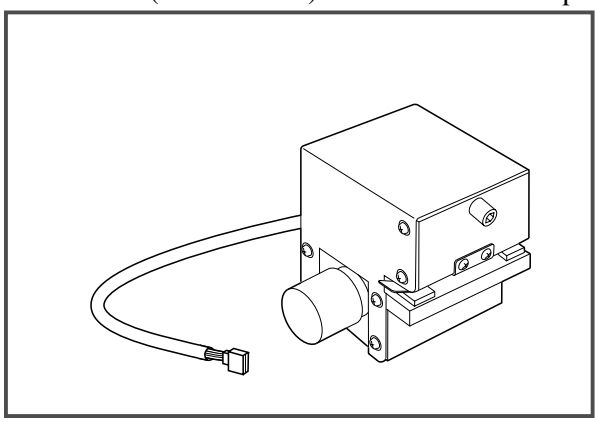
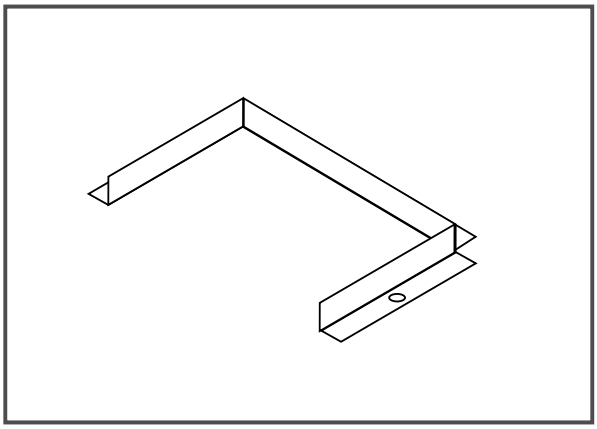
1-3 Accessories (Option)

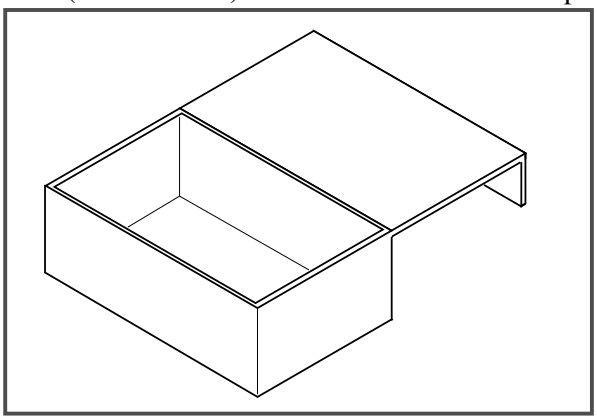
Punch Unit (A903222-00) 1 pc



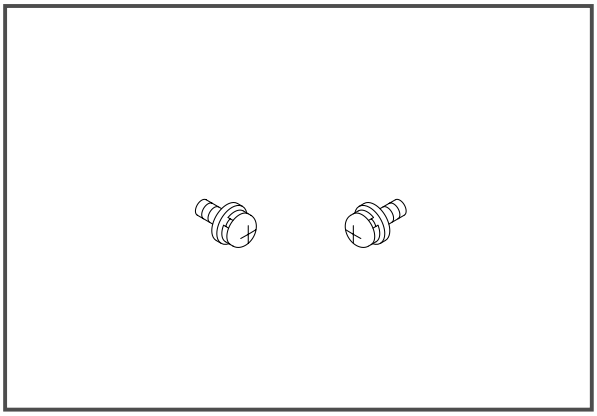
Guide (M041593-11) 1 pc



Box (M041594-20) 1 pc



Screw 2 pcs



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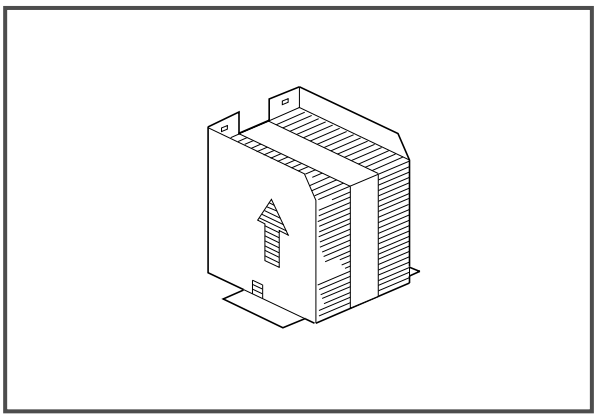
1-4 Consumption Parts

Staple Cartridge (No. 500) 1 pc



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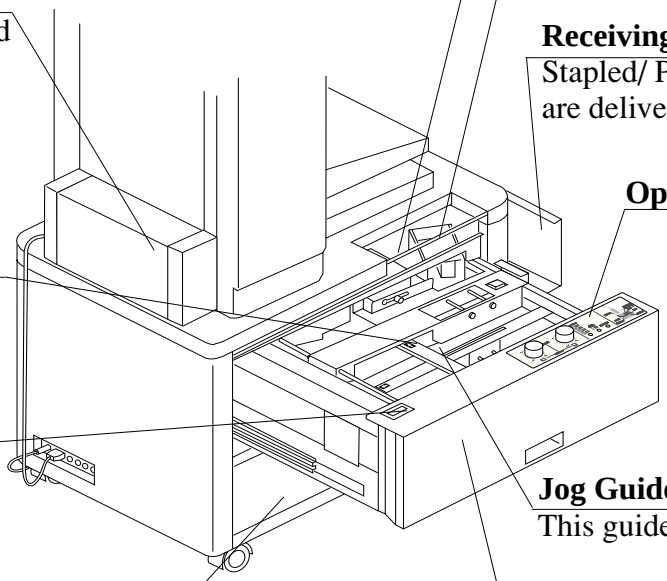
1-5 Machine Descriptions

1-5-1 Machine Descriptions



Punch Unit
This unit punches two holes.

Staple Unit
This unit staples sheets.
It has two staple angle positions.

Transport Unit
This unit transports collated sheets to staple section of PS-P61.

Receiving Tray
Stapled/ Punched sheets are delivered in this tray.

Operation Panel

Jog Guide Scale
This scale shows positions of jog guide.

Counter
This counter shows total number of books made.
(For maintenance)

Jog Guide
This guide jogs sheets.

Staple Cabinet
Sheets are jogged, and stapled/ punched here.

Bottom cover
Tray for punch chip is housed in this cover.

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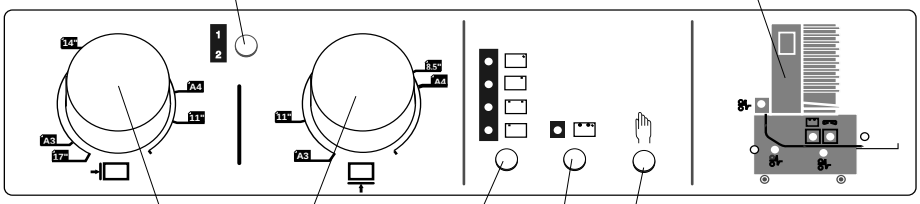
1-5 Machine Descriptions

1-5-2 Operation Panel Descriptions

Jog Button
This button is used to select jog time, 1 time or 2 times. Standard setting is 1.

Monitor Lamp
This lamp flashes when troubles happen.



Eject Button
This button is used to eject sheets staying in machine. Also, used to reset punch or/ and staple.

Jog Guide Knob
This knob is used to adjust jog guide position. Push and turn it.

Punch Button
This button is used to punch mode, punch ON or OFF.

Stapling Mode Button
This button is used to select stapling modes, corner stapling (angled/straight/ other side) or side stapling.

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2. How to Operate

This section instructs how to set up and operate PS-P61.

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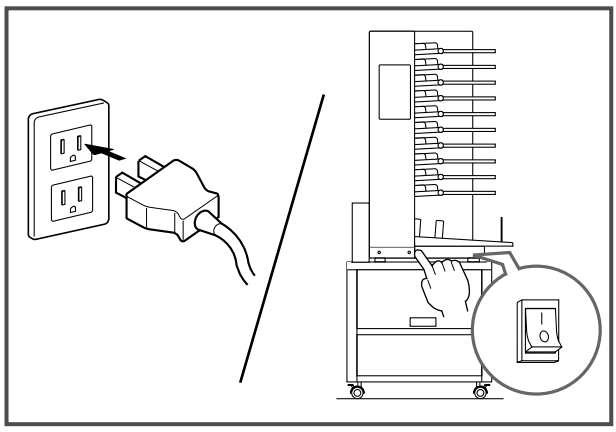
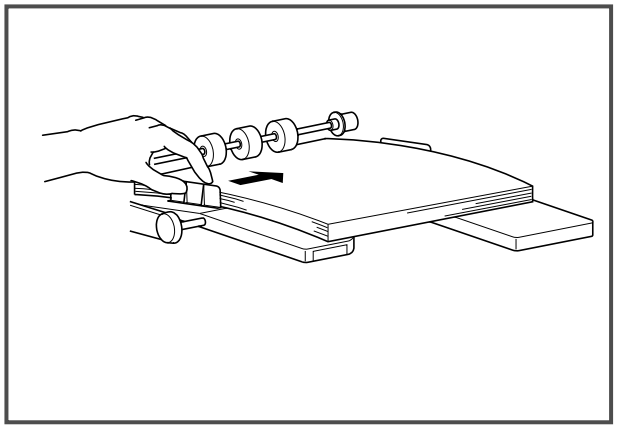
2-1 Operation Procedure

1. Plug power cord of collator into outlet.

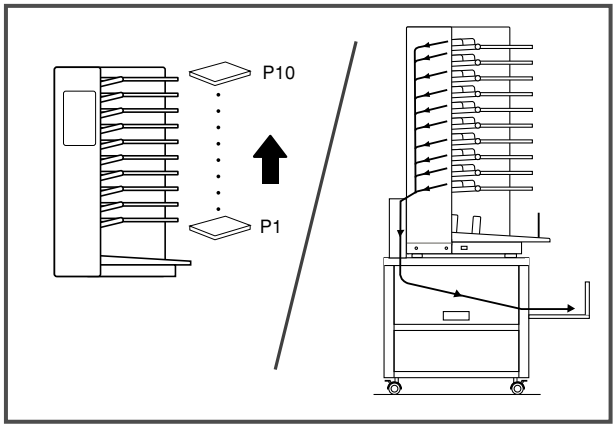
2. Turn on power switch of collator.



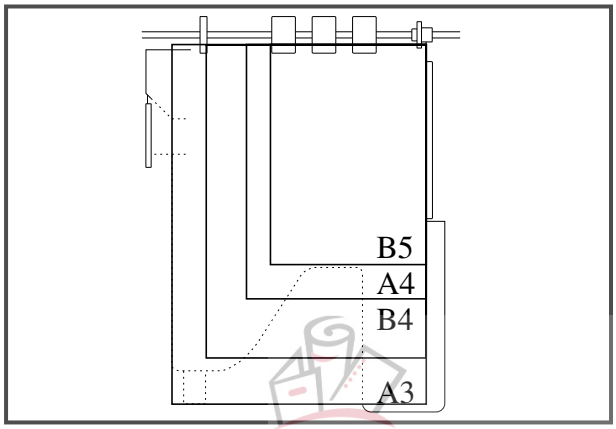
3. Pile sheets on collator.



NOTE
- Pile sheets on the bottom bin to be used then pile sheets on the upper bin.
- Pile sheets with their face down.
- Refer to collator operation manual to operate collator.



- Pile sheets as shown in the right drawing.



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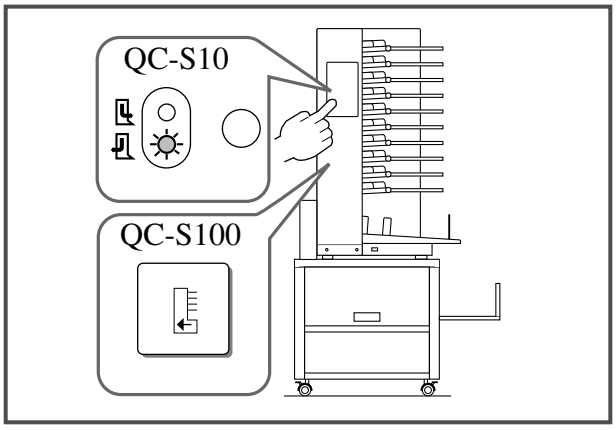
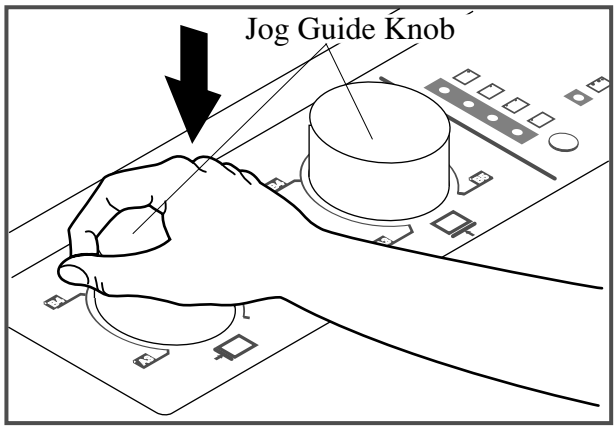
2-1 Operation Procedure

4. Select the left collating direction with the collating direction button of the collator (QC-S10/ QC-S100).

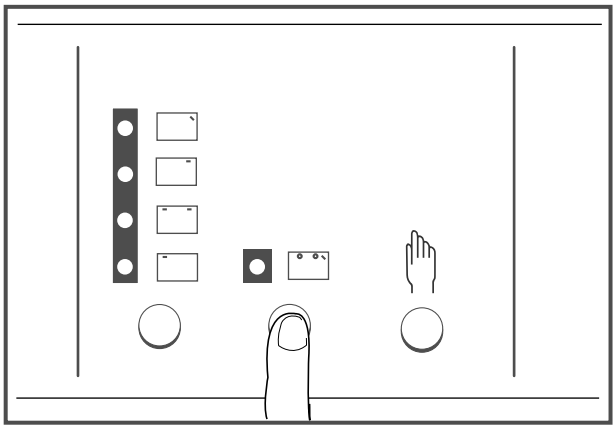


5. Push and turn jog guide knobs and position jog guides according to sheet size.



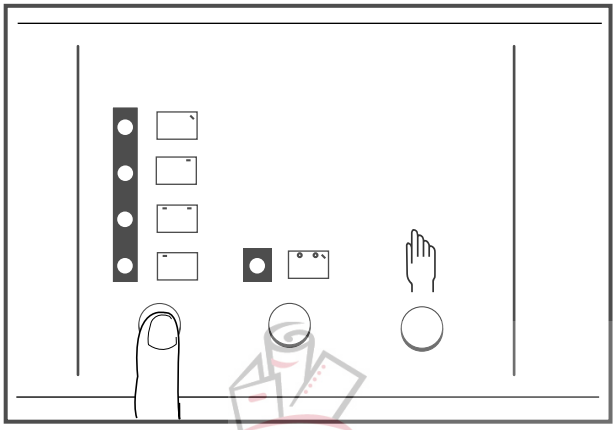
NOTE
- Set jog guide at the position you hear click when knobs are turned for regular size sheets (A3, B4, A4, B5).
- Refer to "2-2 To Staple Custom Size Sheets" (page 12).

6. Press punch button and select ON when punch unit (option) is installed and used.



NOTE
Top stapling and other side corner stapling cannot be performed when punch unit (Option) is installed. Refer to "2-3 Installation of Punch Unit (Option)"(page 13).

7. Select staple mode with stapling mode button.



NOTE
Top stapling and other side corner stapling on A3 or custom size sheets cannot be performed.

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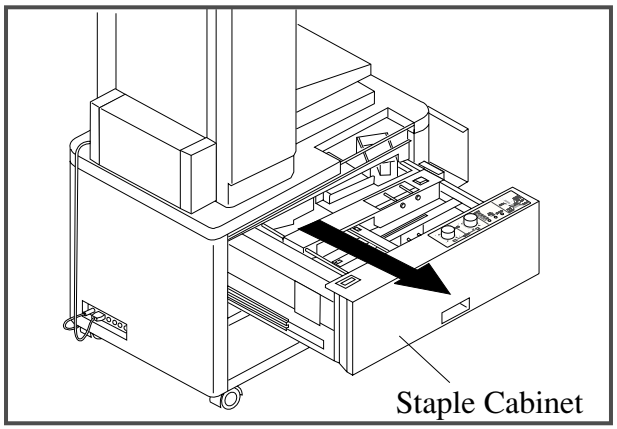
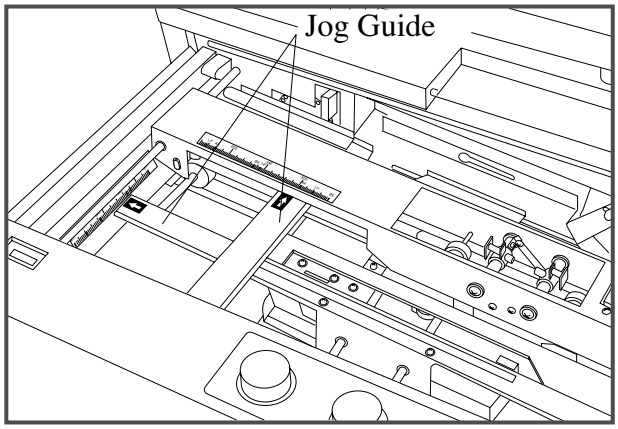
2-1 Operation Procedure

8. Open staple cabinet.

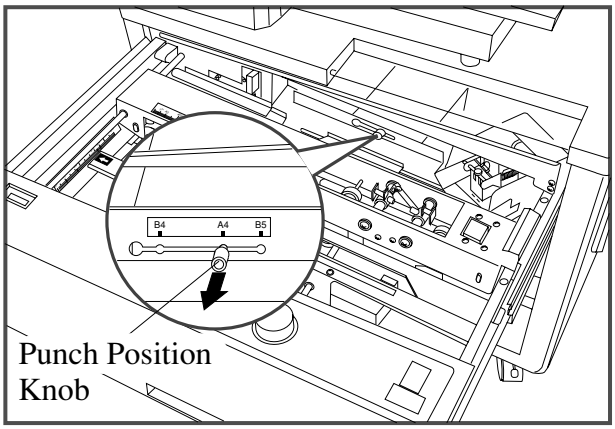


9. Check whether sheet guide is positioned properly with arrow marks of jog guide.



10. Adjust punch unit to sheet size by pulling and sliding punch position knob on punching.

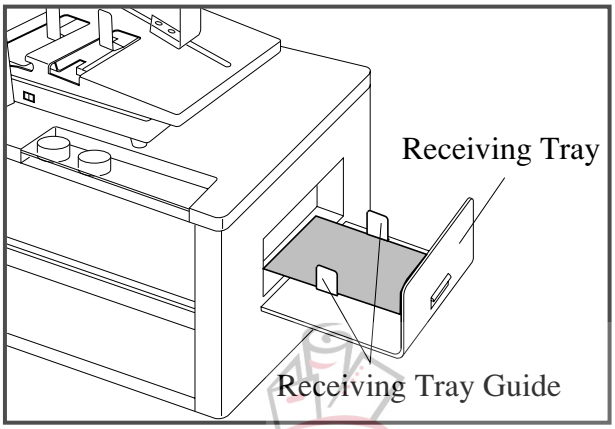
NOTE
Punch unit can be set at only B4, A4 and B5 positions.



11. Close staple cabinet.

12. Set receiving tray and receiving tray guide according to sheet size.

NOTE
Set receiving sheet guide wider than sheet size to prevent sheets from hitting guides.



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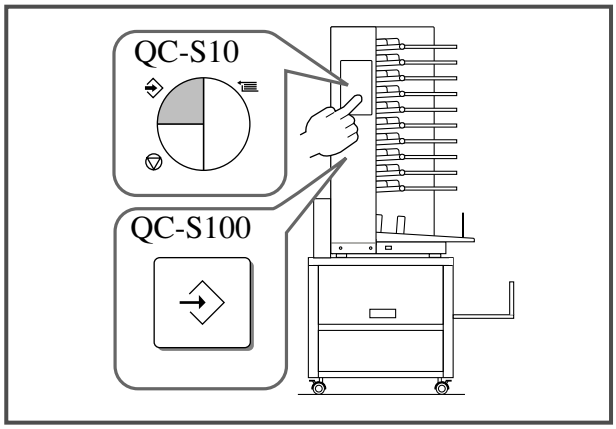
2-1 Operation Procedure

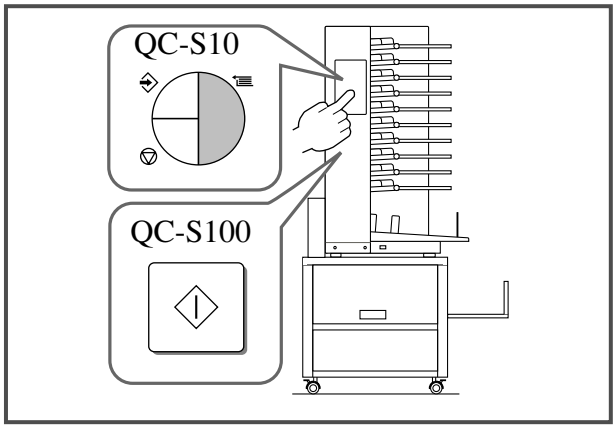
13. Press check button twice.

Press the check button once to set bins to feed position and then press the check button again. One set of sheets will be collated on the receiving tray. Pressing the check button is to memorize the sheet thickness and the number of used bins.

NOTE
Check up delivered sheets.

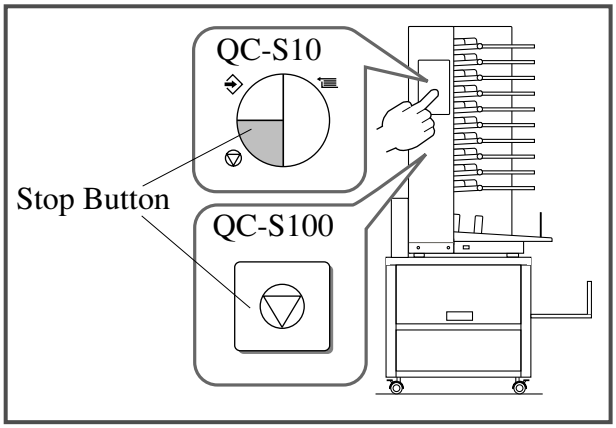


14. Press start button to start collating.

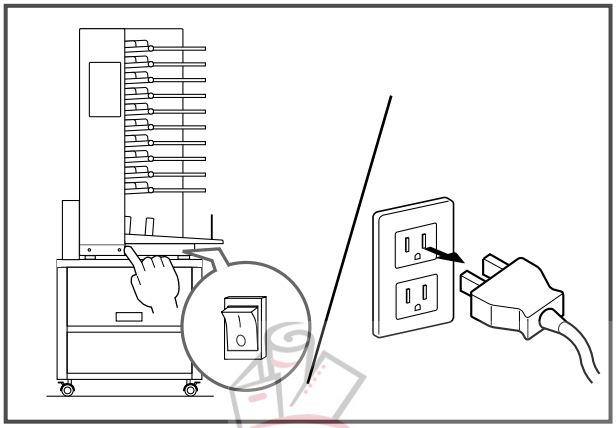


15. When all of set sheets are finished collating, collating stops.

NOTE
Press stop button of collator when you want to stop collating.



16. When your job is completed, turn off power switch and pull out power cord from outlet.



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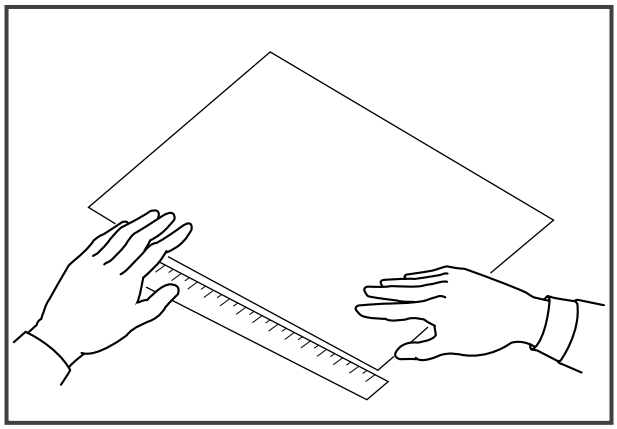
2-2 To Staple Custom Size Sheets

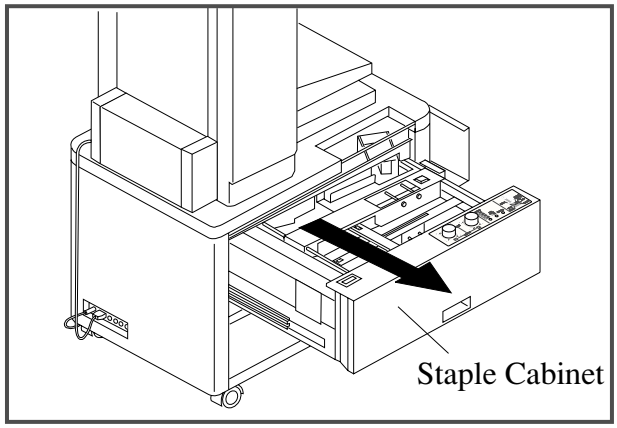
This section show how to set up parts to staple custom size sheets.

NOTE
Only angled and straight corner staplings can be performed when custom size sheets are used.



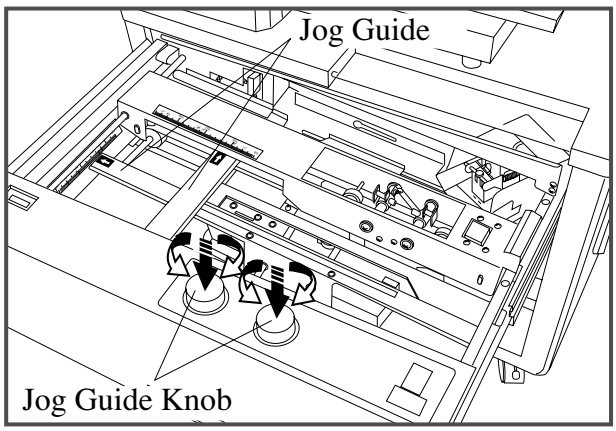
1. Measure sheet size.

2. Open Staple cabinet.



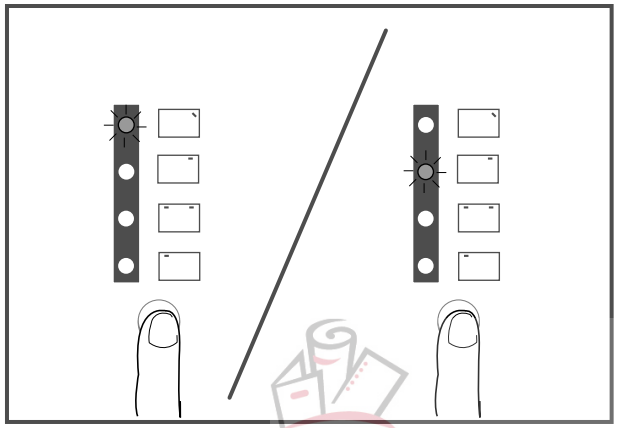
3. Push and turn jog guide knobs to position arrow marks to sheet size.

4. Close staple cabinet.



5. Select staple angle with stapling mode button.

NOTE
Only angled and straight corner staplings can be selected.



6. Now set up is completed. Refer to "2-1 Operation Procedure", 12 to 16 (page 10 and 11).

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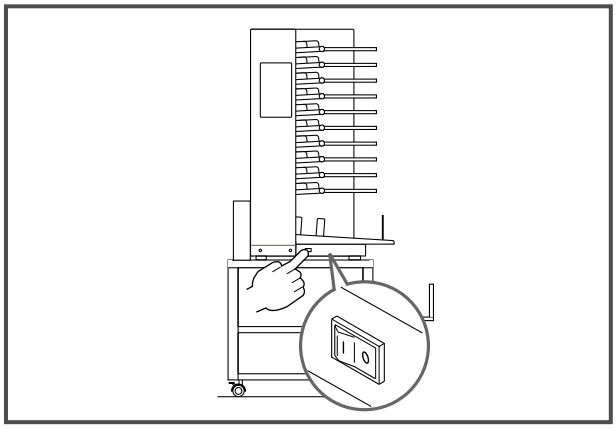
2-3 Installation of Punch Unit (Option)

This section shows how to install punch unit (Option) to punch sheets.

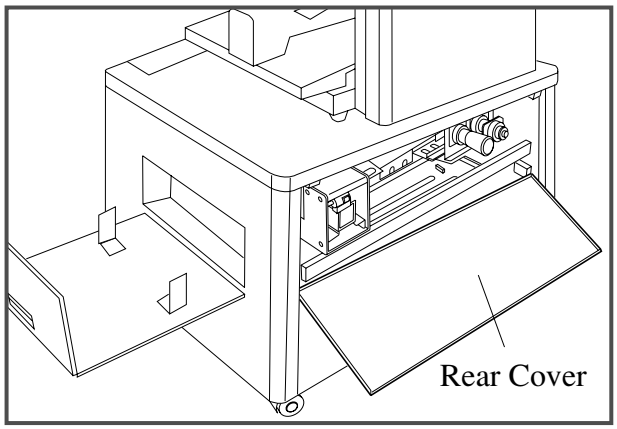
> ⚠ ***WARNING***
>
> ***Turn off power switch and unplug power cord before installing punch unit.***

NOTE
- B4, A4 and B5 sheets can be punched.
- Top stapling and other side corner stapling cannot be performed when punch unit is installed.

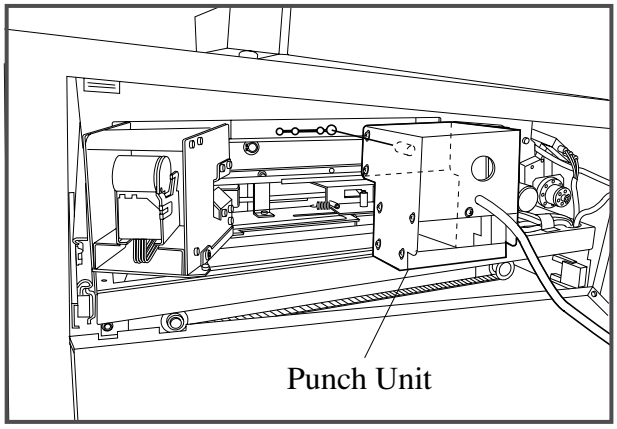


1. Turn off power switch.

2. Open rear cover.

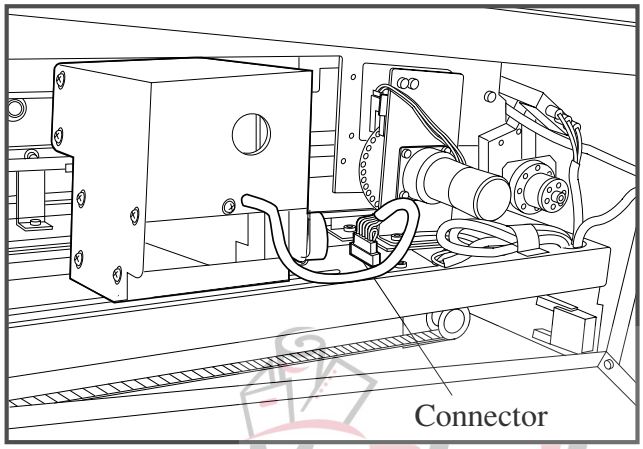


3. Install punch unit by inserting punch position knob into slot of punch position plate.



4. Connect connector of punch unit.

5. Close rear cover.



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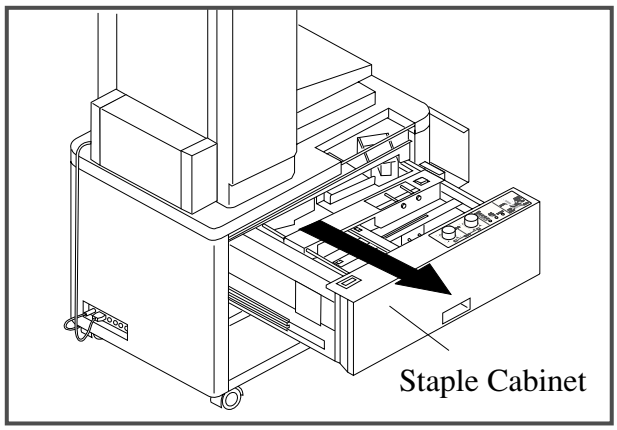
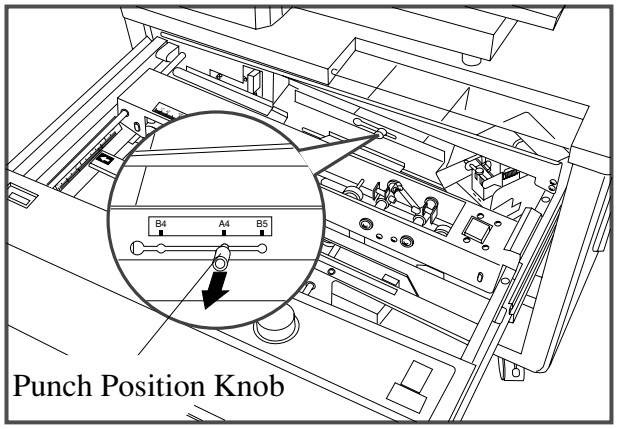
2-3 Installation of Punch Unit (Option)

6. Open staple cabinet.

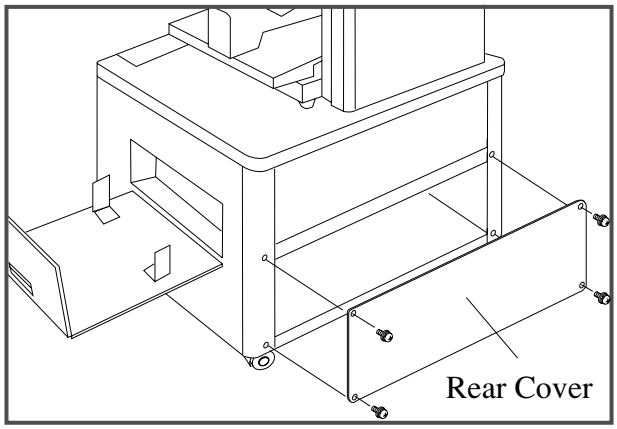


7. Set punch unit with punch position knob according to sheet size.

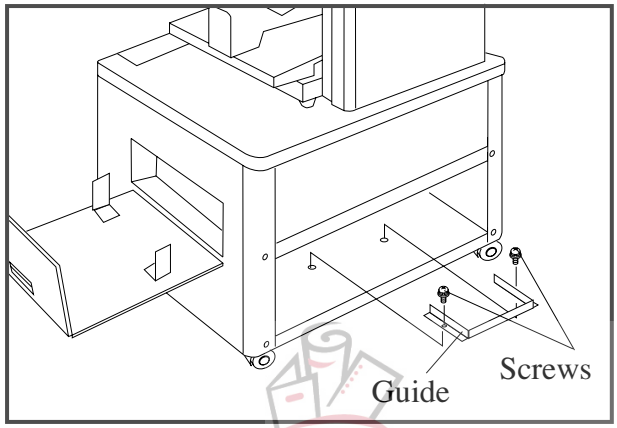
NOTE
- Punch unit can be set only on B4, A4, B5 position.
- Follow the reverse procedure of installation when punch unit is removed.



8. Remove lower rear cover.



9. Fix guide with two screws.



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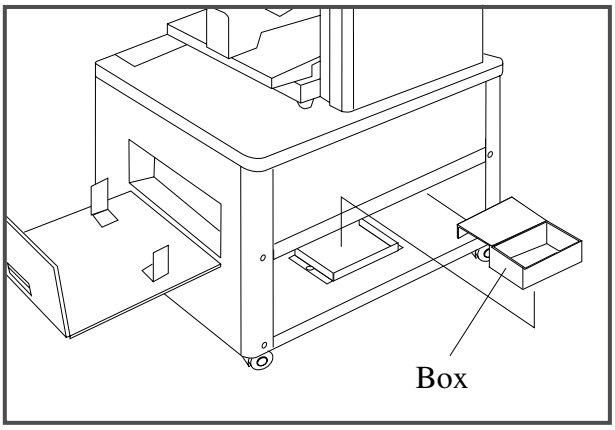
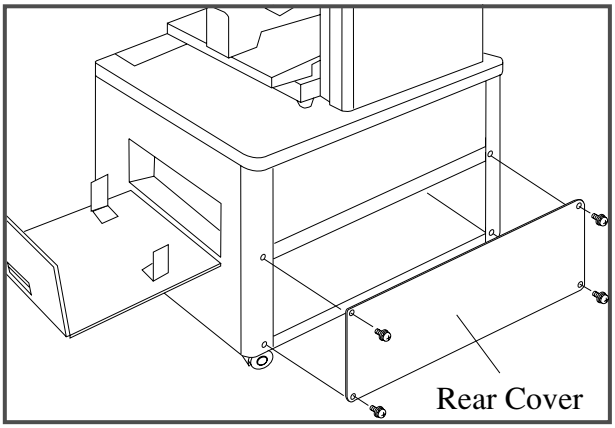
2-3 Installation of Punch Unit (Option)

10. Place box on guide.



11. Install rear cover with screws.



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3. Troubleshooting

This section shows remedies for simple malfunctions.

3-1 When Monitor Lamp Illuminates / Flashes and Machine Stops 16
3-2 When Sheets Are Delivered without Stapling 21
3-3 When Circuit Breaker Trips 24

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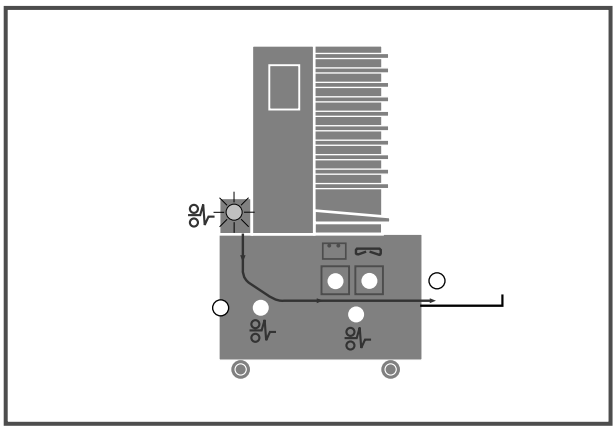
3-1 When Monitor Lamp Illuminates / Flashes and Machine Stops

3-1-1 When Sheet Jam 1 Lamp Illuminates

[Cause]

Sheets are jammed in transport unit or transport unit is open.



⚠ *CAUTION*

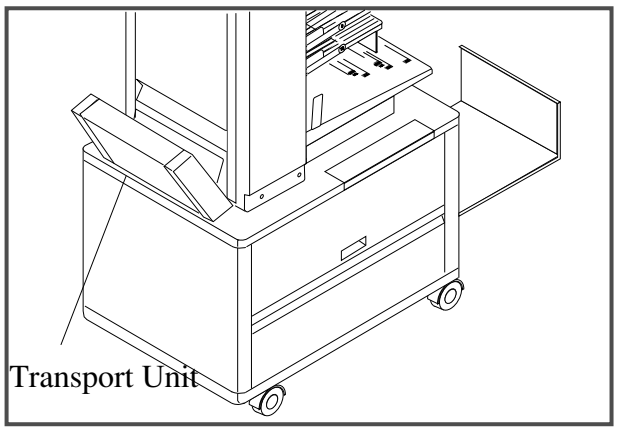
While sheet jam 1 lamp is flashing, do not open staple cabinet until jammed sheets are removed. Otherwise, machine may be broken.

[Remedy]

1. Open transport unit.

2. Remove jammed sheets.

3. Close transport unit.



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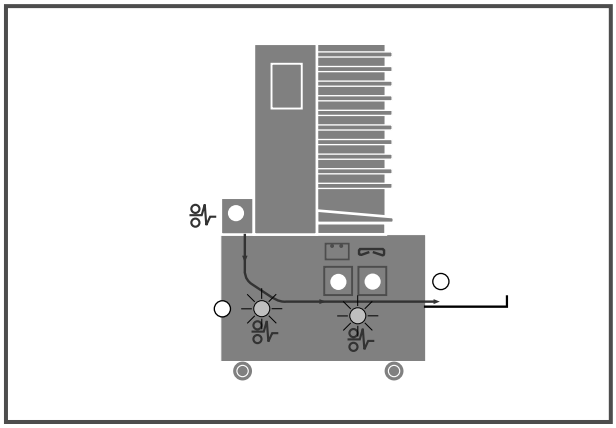
3-1 When Monitor Lamp Illuminates / Flashes and Machine Stops

3-1-2 When Sheet Jam 2 Lamp / Sheet Jam 3 Lamp Illuminates

[Cause]

Sheets are jammed in staple cabinet.



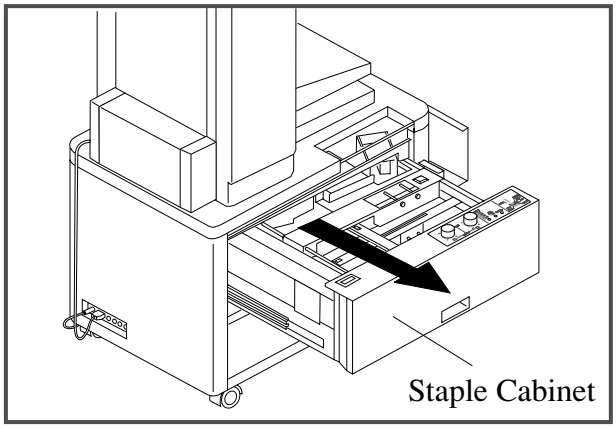
⚠ *CAUTION*

Do not close staple cabinet with support guide unit raised. Otherwise, machine may be broken.

[Remedy]

1. Press eject button.

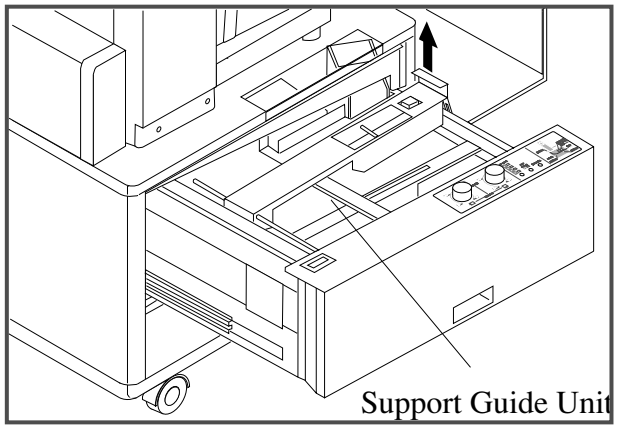
2. Pull out staple cabinet in case sheets are not ejected by pressing eject button.



3. Remove jammed sheets.

NOTE

- In case sheet jam 3 lamp flashes, lift support guide unit, remove jammed sheets and lower delivery unit.



4. Close staple cabinet.

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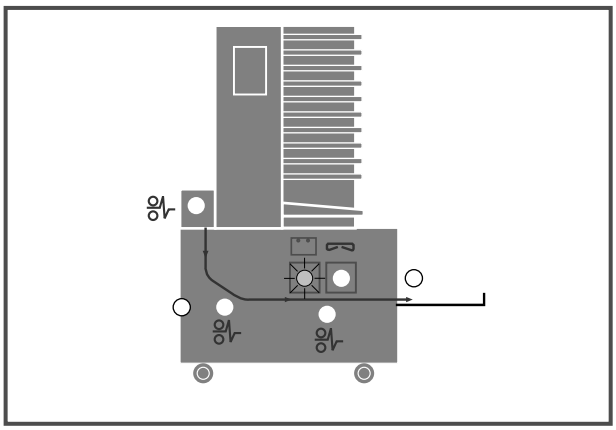
3-1 When Monitor Lamp Illuminates / Flashes and Machine Stops

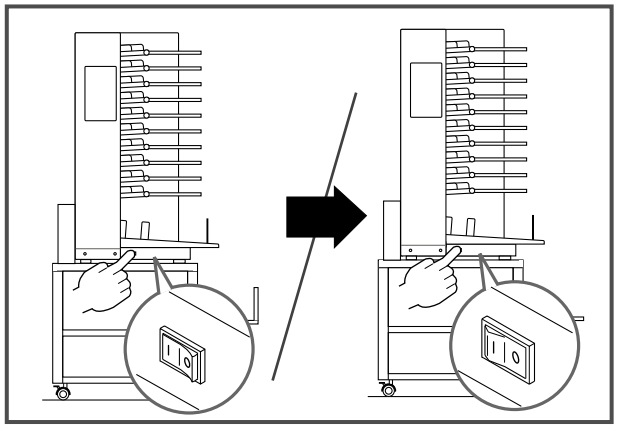
3-1-3 When Punch Trouble Lamp Flashes

[Cause]
Punch unit is locked.

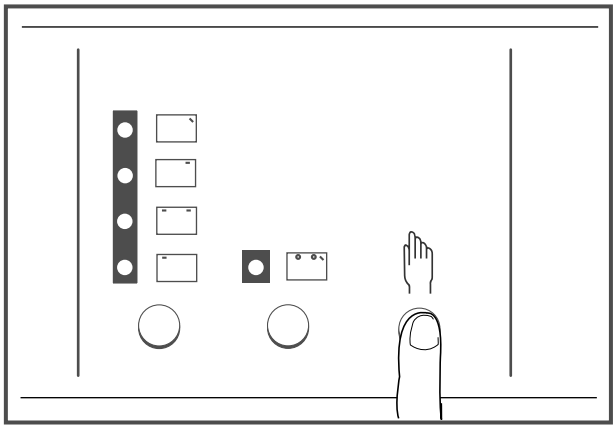


[Remedy]

1. Turn off power switch of collator , then turn on again after a few seconds.



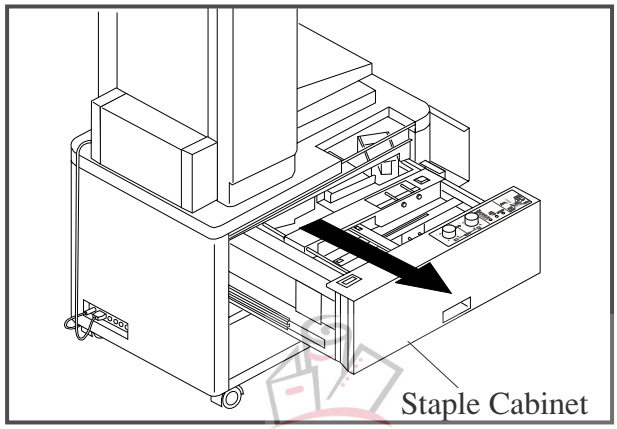
2. Press eject button. Punch unit is reset.



3. Open staple cabinet.

4. Remove jammed sheets.

5. Close staple cabinet.



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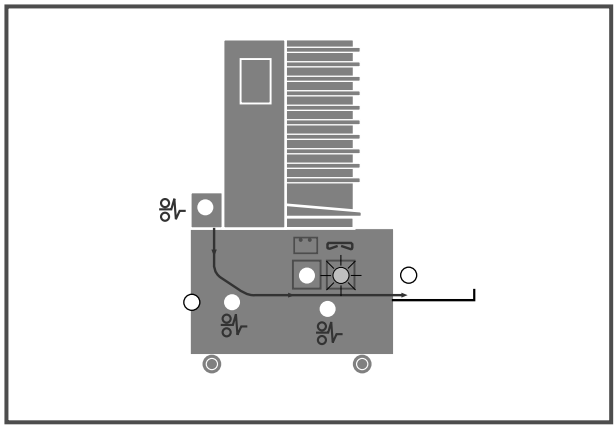
3-1 When Monitor Lamp Illuminates / Flashes and Machine Stops

3-1-4 When No Staple/Staple Trouble Lamp Illuminates

[Cause]
Out of staples.

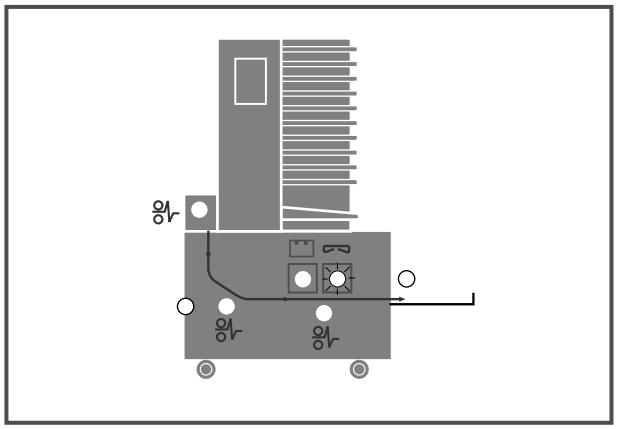
[Remedy]
Refill staples.
See "4-2 How to Refill Staples" (page 32).



3-1-5 When No Staple / Staple Trouble Lamp Flashes

[Cause]
Staple unit is locked because of staple jam.

[Remedy]

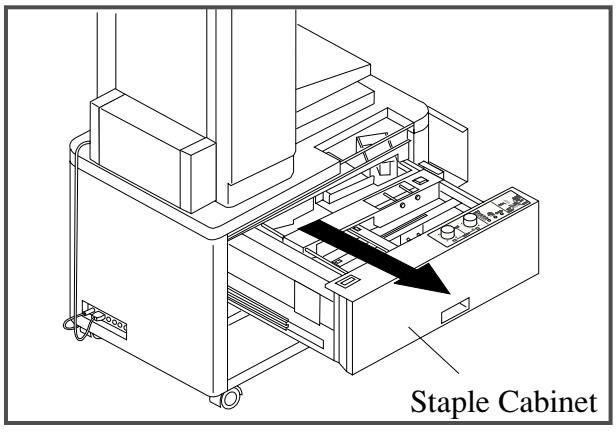


1. Turn off power switch of collator.

2. Open staple cabinet.

3. Remove jammed sheets.

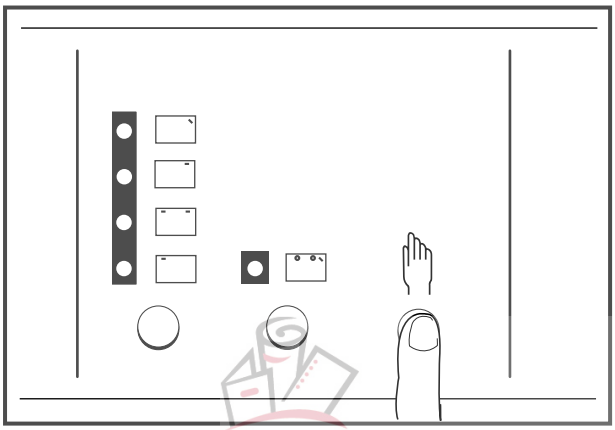
4. Remove jammed staples referring to "4-1 How to Remove Jammed Staples"(page 30).



5. Close staple cabinet.

6. Turn on power switch of collator.

7. Depress eject button, and staple unit is reset.



8. Check for proper stapling by collating several sets (7 to 8 sets).

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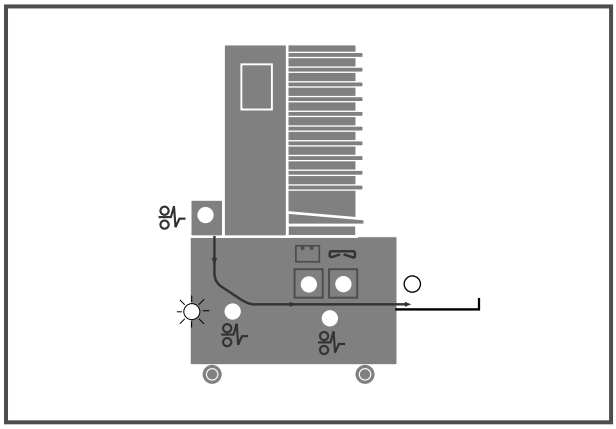
3-1 When Monitor Lamp Illuminates / Flashes and Machine Stops

3-1-6 When Door Lamp Illuminates

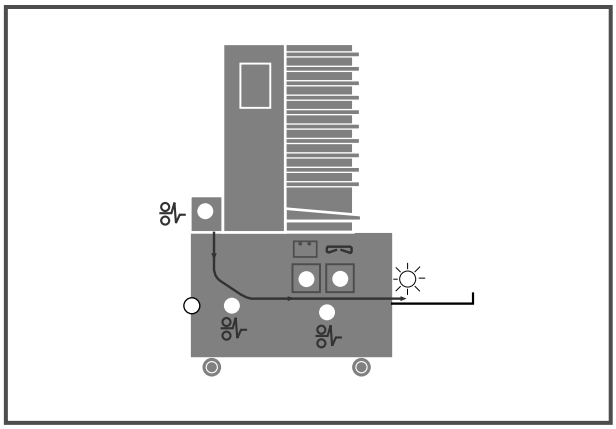
[Cause]
Staple cabinet or rear cover is open.

[Remedy]
Close staple cabinet or rear cover.

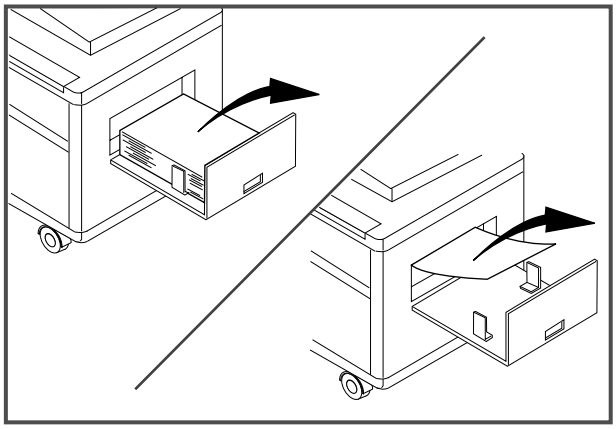


3-1-7 When Receiving Tray Lamp Illuminates

[Cause]
Receiving tray is full, or sheets are not delivered completely.



[Remedy]
Remove sheets from receiving tray, or delivery area.



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3-2 When Sheets Are Delivered without Stapling

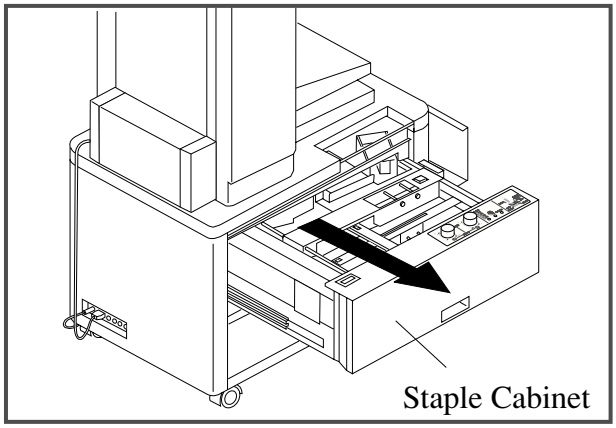
3-2-1 When Collating Continues

[Cause]
Staples are not fed to stapling section of staple unit.

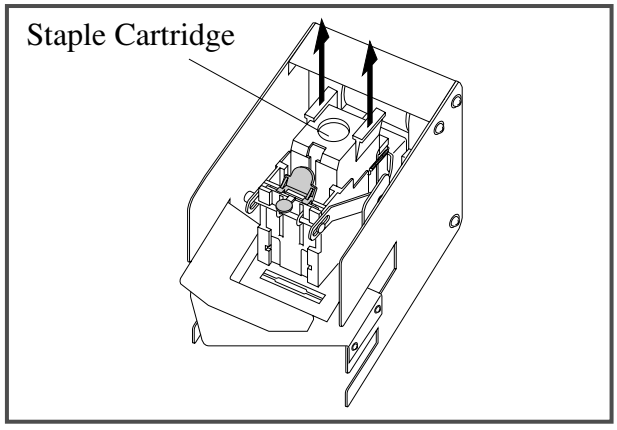
[Remedy 1]
Set unnecessary sheets on bin, and check for proper stapling by collating several sets (7 to 8 sets).

[Remedy 2]

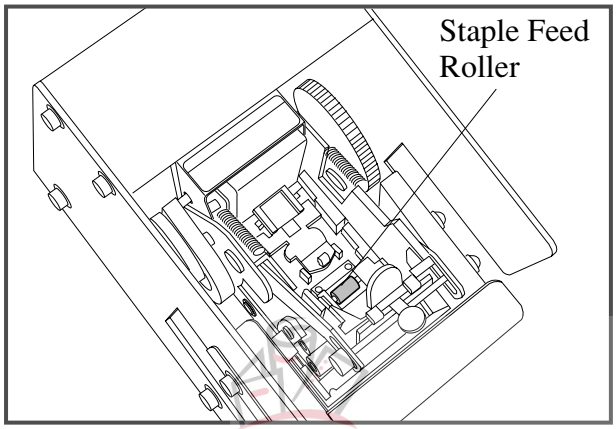
1. Open staple unit.



2. Pull up and release staple cartridge.



3. Clean staple feed roller with alcoholic soaked cloth.



NOTE
- If oil stains the staple feed roller, the staple sheet slips while being delivered, and mis-stitching occurs. Do not lubricate the stapler unit.

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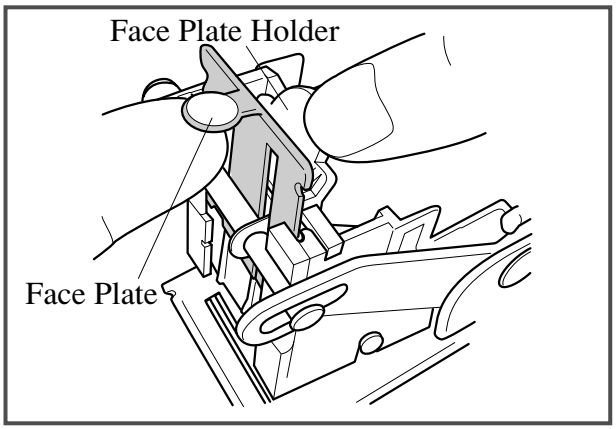
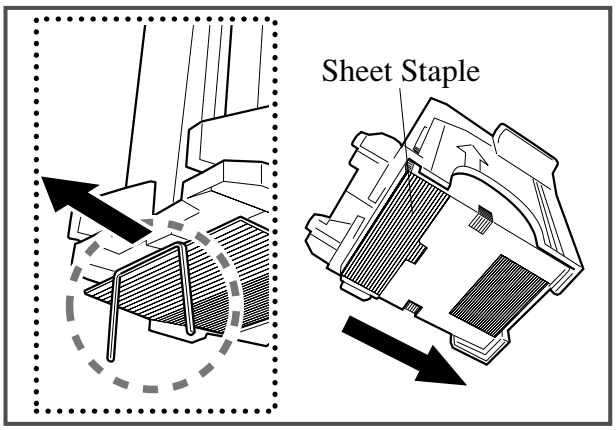
3-2 When Sheets Are Delivered without Stapling

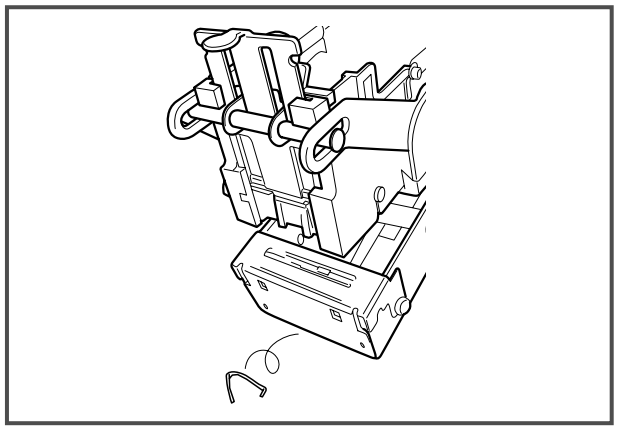
4. Lift the face plate holder and pull up the face plate to the top.



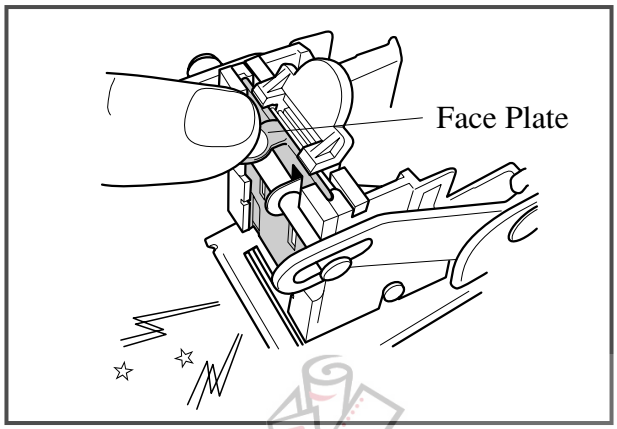
5. Remove jammed staples, or restore the sheet staples inside the sheet holder.



6. Remove the jammed staples from the staple unit.



7. Push down the face plate until you hear a click.



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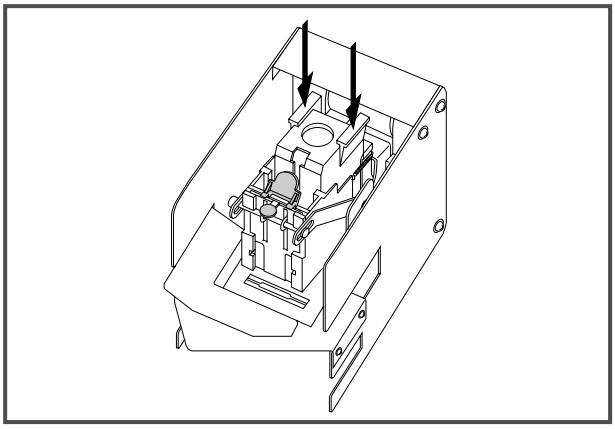
3-2 When Sheets Are Delivered without Stapling

8. Push down staple cartridge until you hear click.

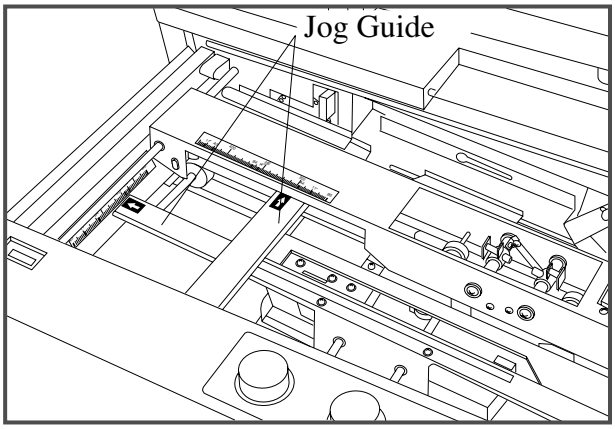


9. Close staple cabinet.

10. Check for proper stapling by collating several sets (7 to 8 sets).

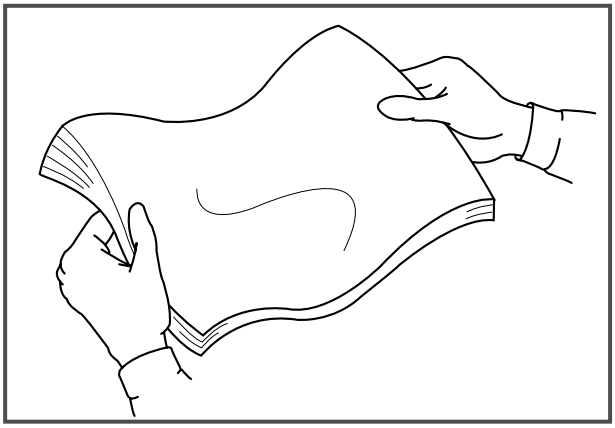
3-2-2 When Collating Stops

[Cause]
Collated sheets are not jogged neatly.

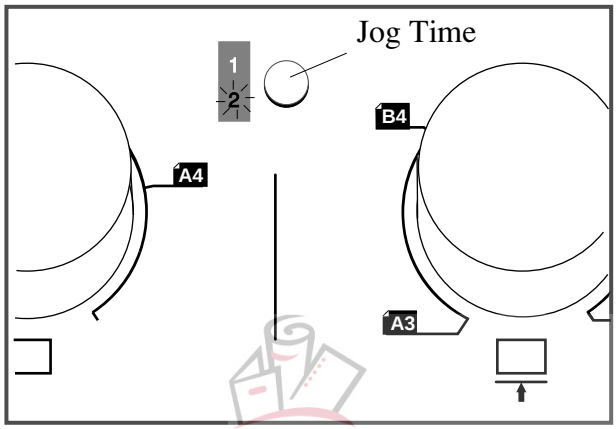


[Remedy 1]
Open staple cabinet and check whether jog guide is positioned to sheets size properly.

[Remedy 2]
Straighten curled sheets, and fan them well.



[Remedy 3]
Depress jog switch and select 2.



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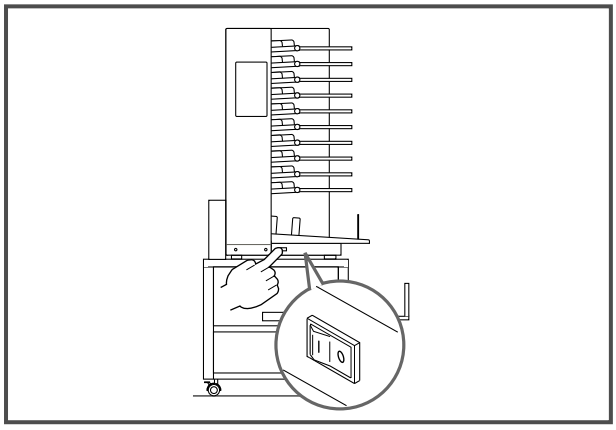
3-3 When Circuit Breaker Trips

⚠ *CAUTION*

In case circuit breaker trips again immediately after resetting, turn off power switch, and call for your local dealer to avoid serious damage to your PS-P61.



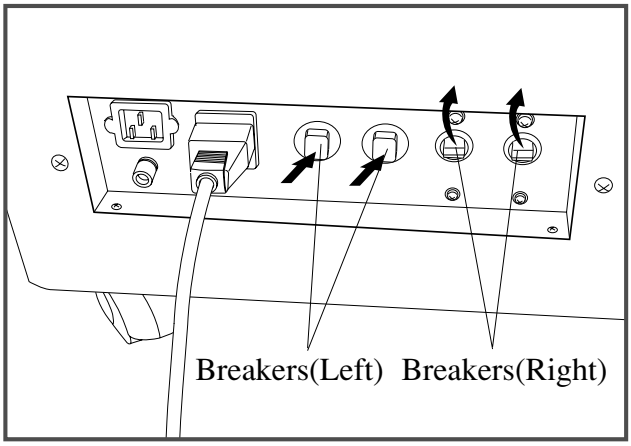
1. Turn off power switch of collator.

2. Check inside of SPF-9 for obvious problems such as jammed sheets. If there is a problem, remove the cause.

3. Reset circuit breaker a few minutes after turning off power switch.

- Push two left breakers to reset.

- Push up two right breakers to reset.



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4. Maintenance and Parts

This section shows how to maintain PS-P61.

4-1 How to Remove Jammed Staples 30
4-2 How to Refill Staples 32
4-3 How to Clean Sensors 34

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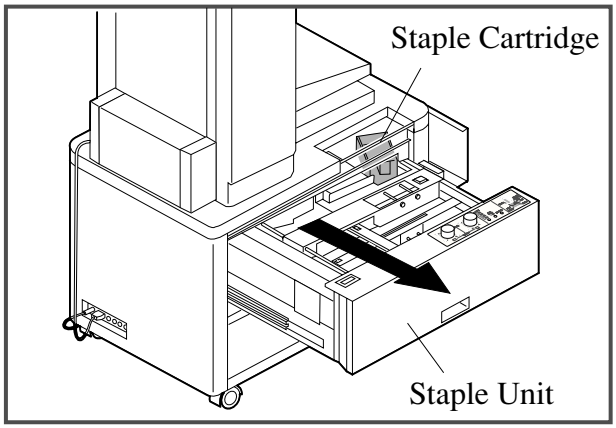
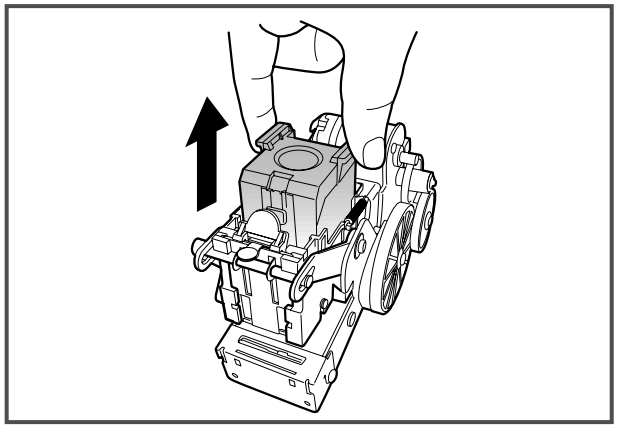
4-1 How to Remove Jammed Staples

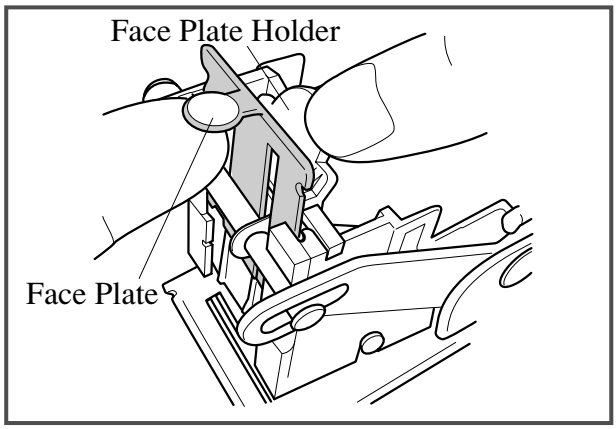
1. Open the staple unit.



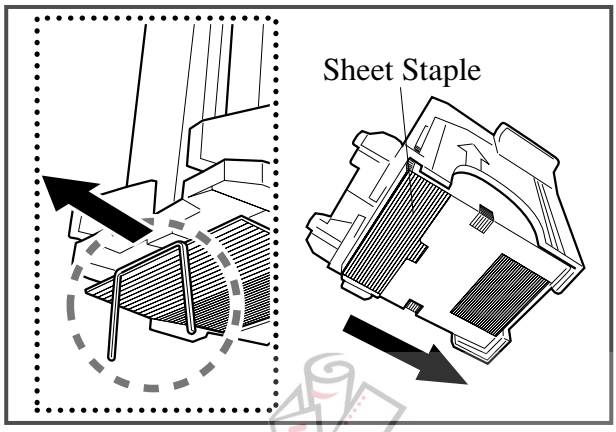
2. Pull up the staple cartridge.



3. Lift the face plate holder and pull up the face plate to the top.



4. Remove jammed staples, or restore the sheet staples inside the sheet holder.



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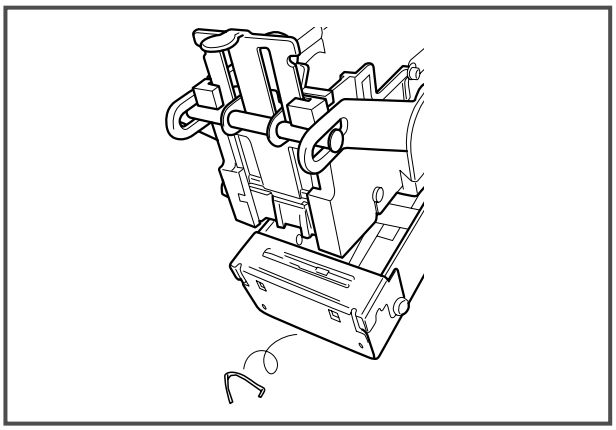
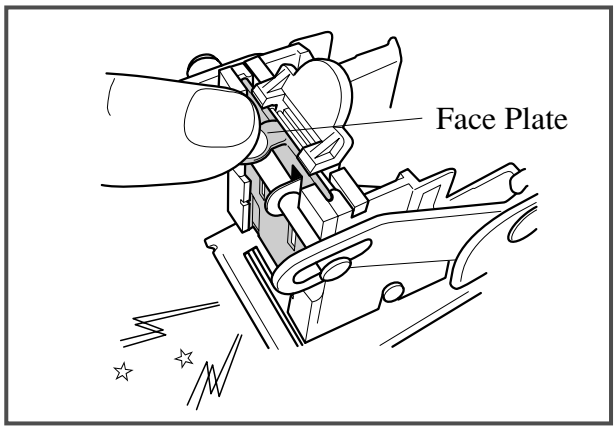
4-1 How to Remove Jammed Staples

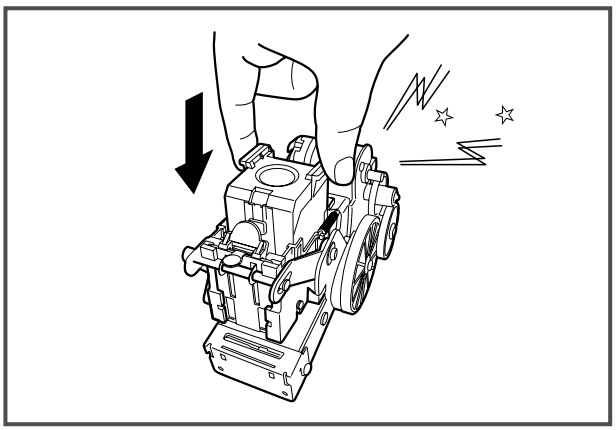
5. Remove the jammed staples from the staple unit.



6. Push down the face plate until you hear a click.



7. Install staple cartridge in staple unit and push it until you hear a click.



8. Close the staple unit.

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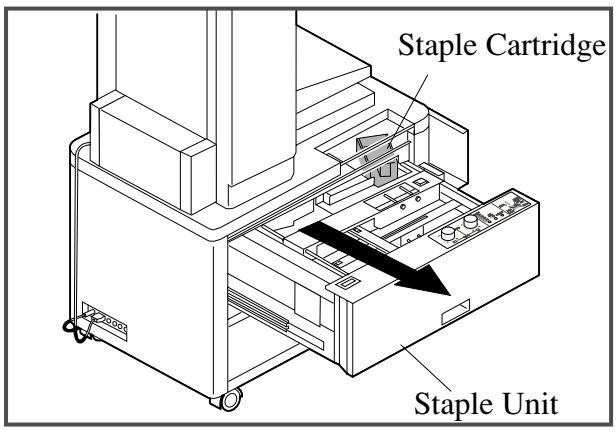
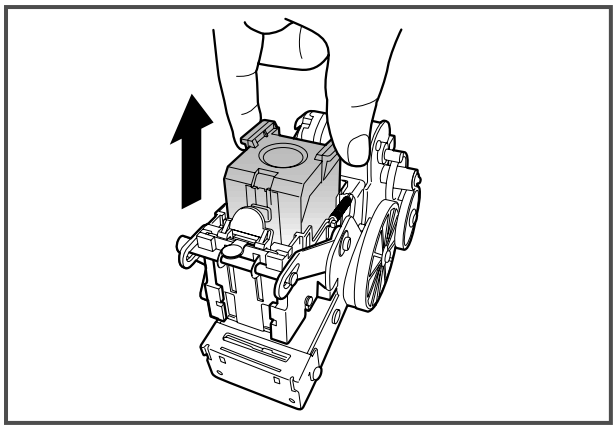
4-2 How to Refill Staples

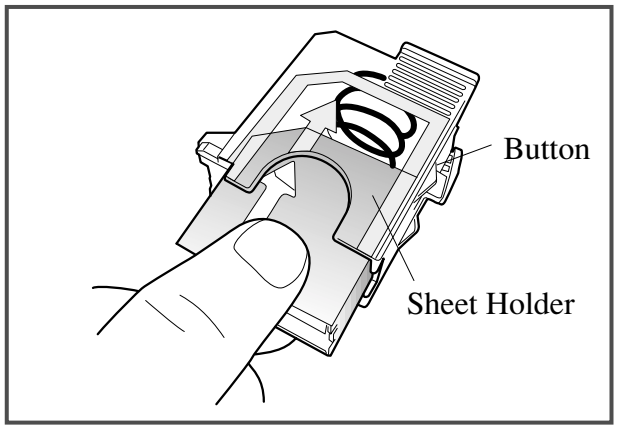
1. Open the staple unit.



2. Pull up the staple cartridge.

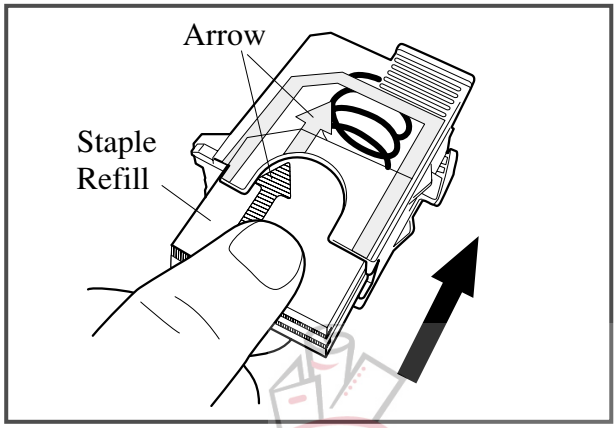


3. Press the button and pull out the sheet holder.



4. Insert staple refill to the back end of case.

NOTE
- Set staple refill so that the arrow direction of staple refill matches to that of case.



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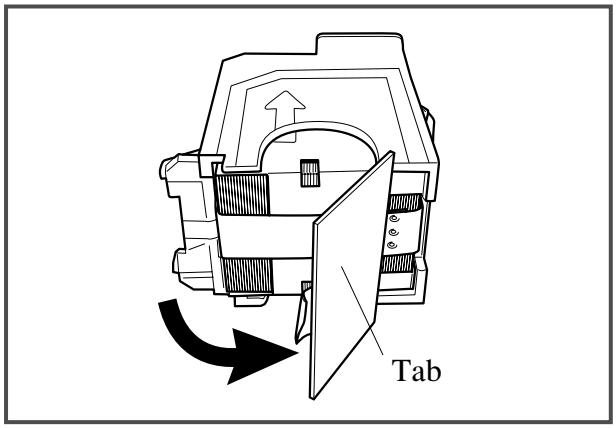
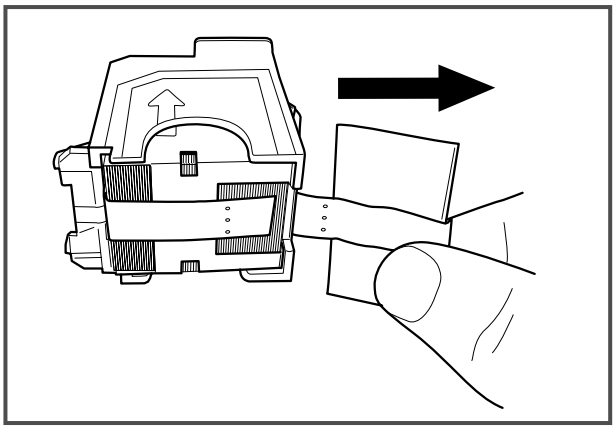
4-2 How to Refill Staples

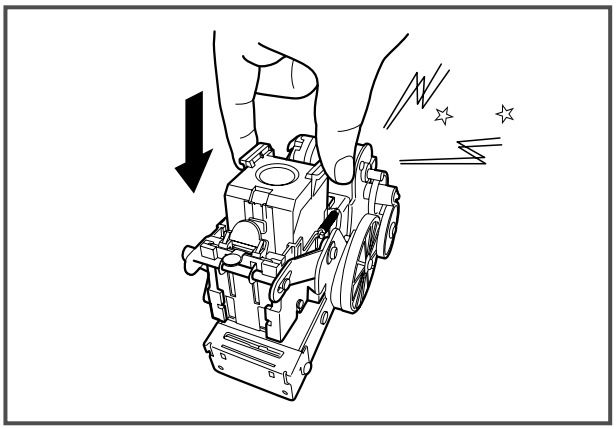
5. Lift the sheet holder tab.



6. Pull out the tab backward with the band.



7. Install staple cartridge in staple unit and push it until you hear a click.



8. Close the staple unit.

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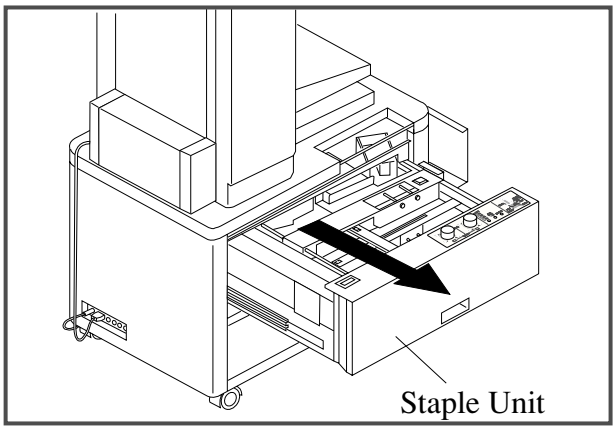
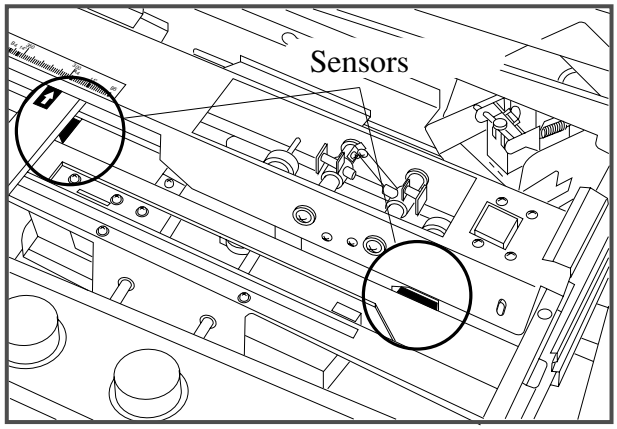
4-3 How to Clean Sensors

If paper dust collects on sheet jam sensors, sheet jam lamp will stay illuminated or sheets are delivered without stapling though they are jogged neatly.



1. Open staple unit.

2. Clean two sensors with clean cloth.



3. Close staple unit.

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5. Installation Instructions

This section shows how to install PS-P61.

5-1 Installation Instructions 34

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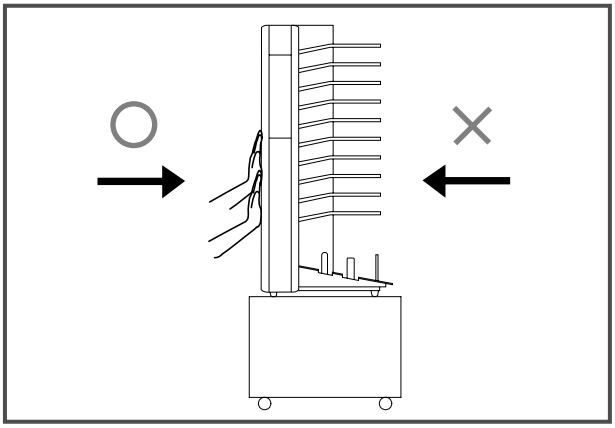
5-1 Installation Instructions

⚠ *WARNING*

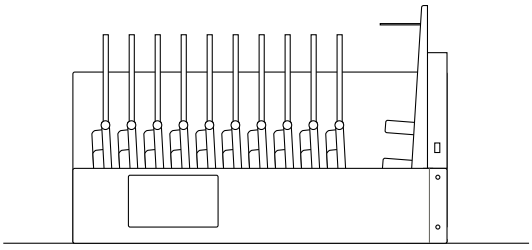
- Place the collator on a flat and steady area. Otherwise the collator may be topped.

- When collator is laid on its side or on PS-P61, more than three persons are needed.
Collator : QC-S10 weight is 61 kg (135 lb).QC-S100 weight is 69 kg (152 lb).

- Be sure to push the bottom of transport door side of the collator when moving the collator and the PS-P61. Do not push the bin side. It may cause fall over the collator.

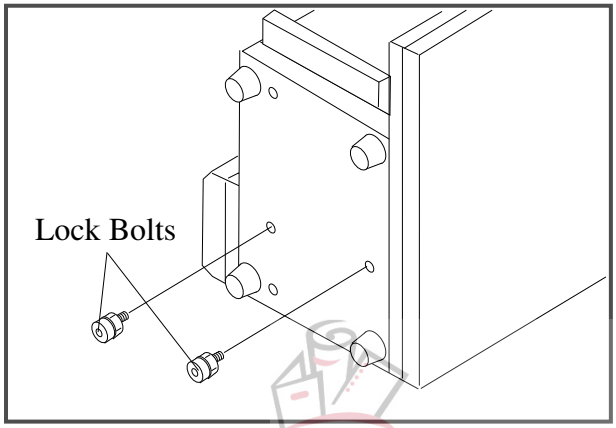


1. Lay collator with transport unit door down.



The Side of Transport Unit Door

2. Install two lock bolts with spanner.



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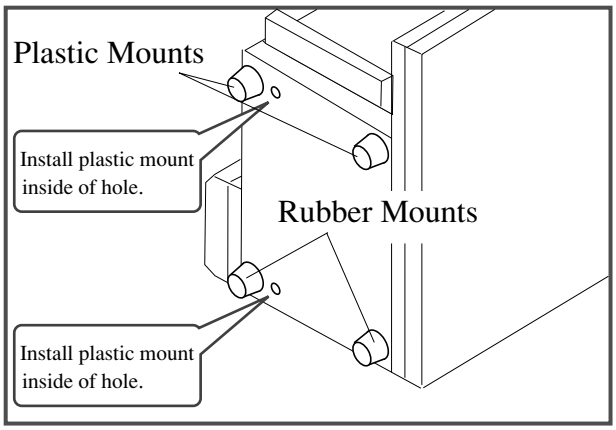
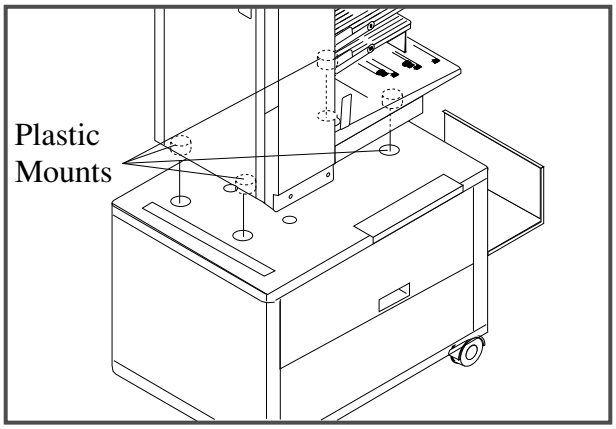
5-1 Installation Instructions

3. Remove two rubber mounts with allen wrench and install two plastic mounts at the same position. The plastic mounts is fixed with the fix screws of rubber mounts.

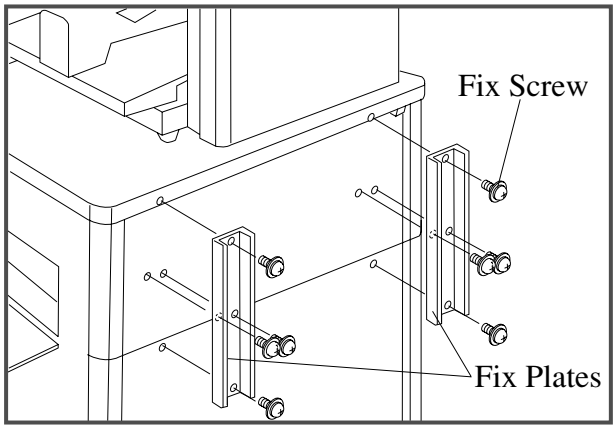
NOTE
Install the operation side of two plastic mounts into the inside of holes.



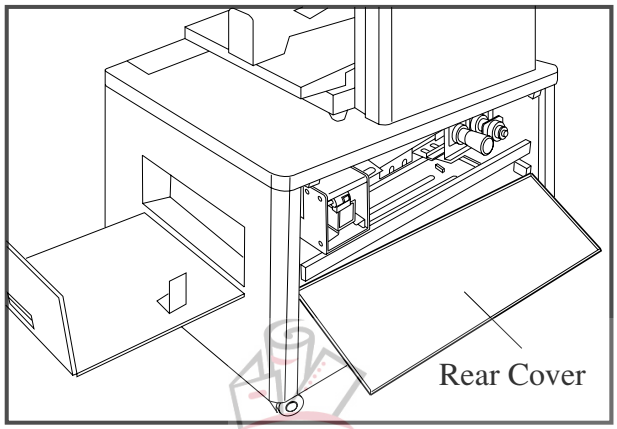
4. Install collator on PS-P61 so that plastic mounts are placed into dents of PS-P61.



5. Remove two fix plates. (4 fix screws each.)



6. Open rear cover.



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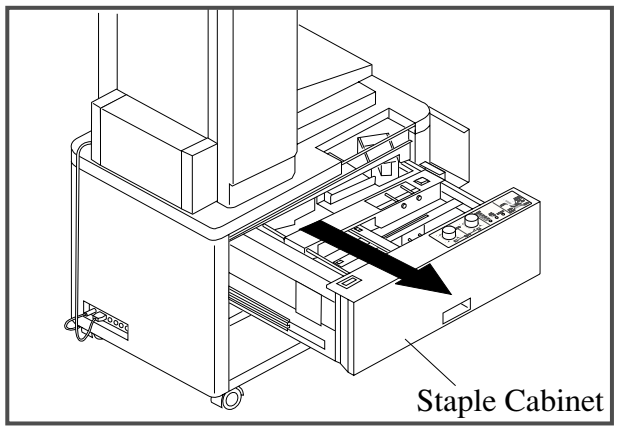
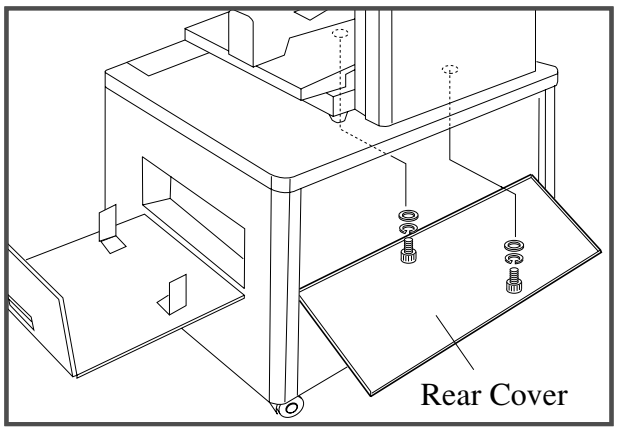
5-1 Install Instructions

7. Open staple cabinet.

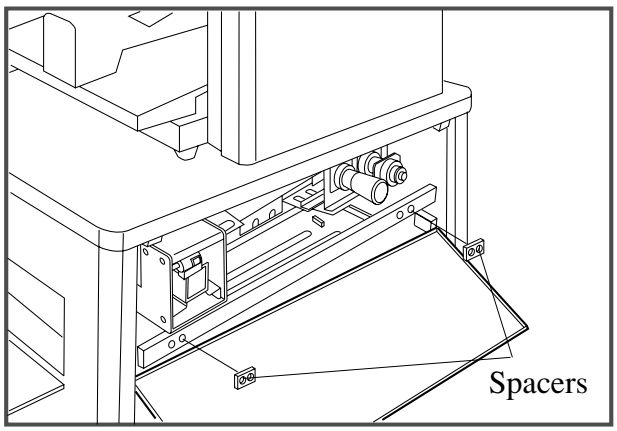


8. Fix collator and PS-P61 with two fix screws.

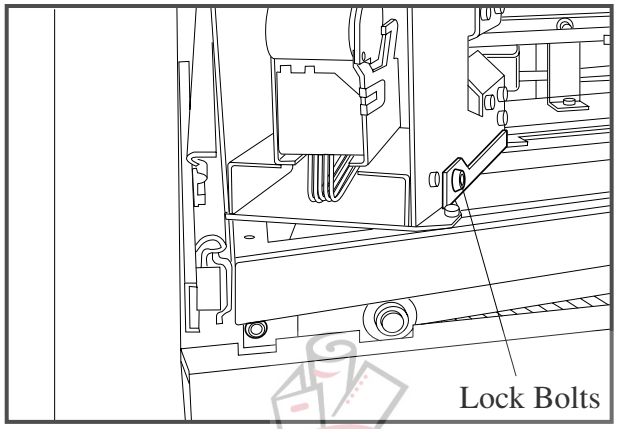
9. Close staple cabinet.



10. Remove two spacers.



11. Remove lock bolt.



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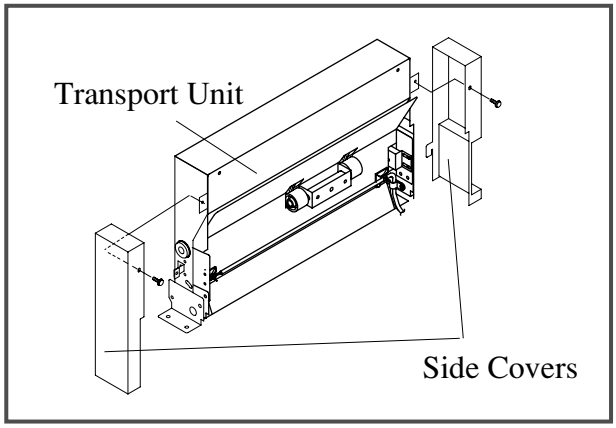
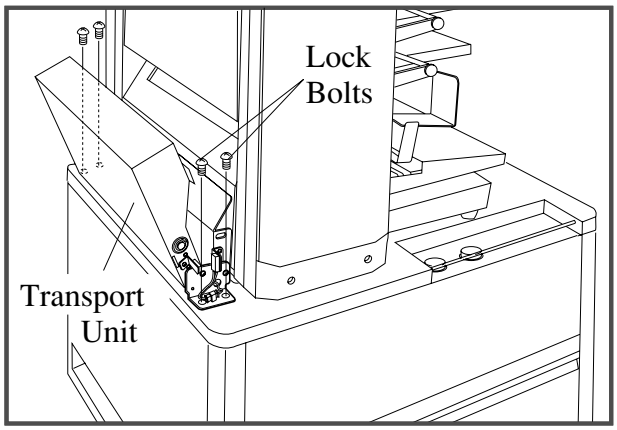
5-1 Install Instructions

12. Remove both side covers of transport unit. (One fix screw each)



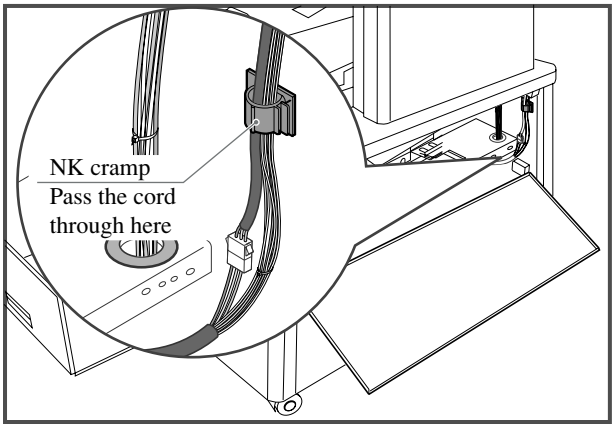
13. Install transport unit with four fix screws.

NOTE
Insert cord of transport unit into PS-P61.



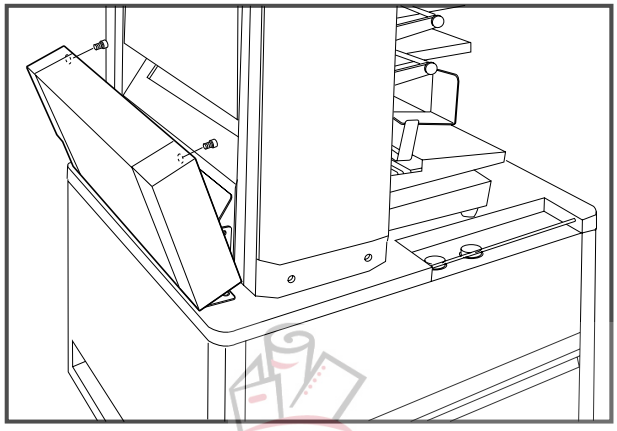
14. Connect cord of transport unit.

> ⚠ ***CAUTION***
>
> ***- Connect the cord through the NK cramp shown to the right. Otherwise, a jam may occur because the cord is caught when the stitch unit is drawn forth or fit in.***



15. Install side cover of transport unit. (One fix screw each)

16. Close rear cover.



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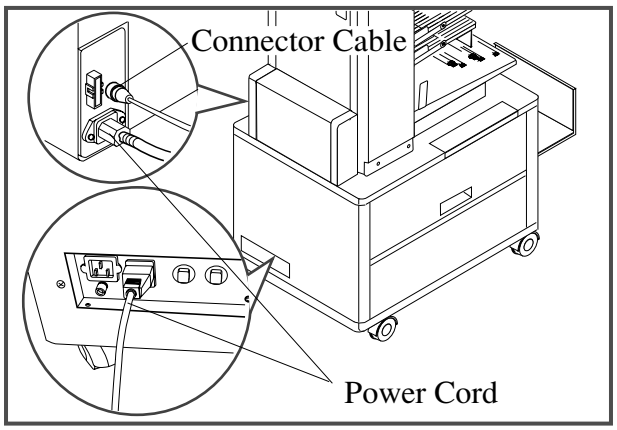
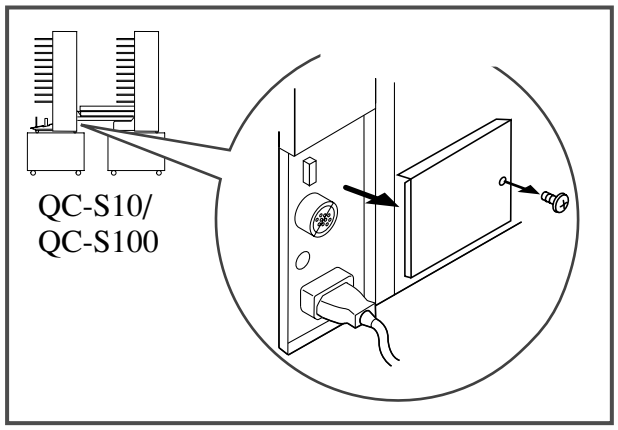
5-1 Install Instructions

17. Connect connector cable to collator.
- Connect the connector cable to collator QC-P66.



- Remove the left receptacle cover on the drive side of the collator QC-S10 or QC-S100 and then connect the connector cable to collator.



18. Plug power cord on collator into outlet of PS-P61.

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